

# Adobe Acrobat

# Create Accessible Tables, Lists & Scanned PDFs



# Let's recap our conversation

Lori DeFurio, an Adobe principal solutions technologist, discusses creating accessible tables, complex lists, and scanned PDFs. She demonstrates tools like Scan and OCR, auto-tagging, and the table editor to ensure PDFs are accessible for assistive technologies. Lori also shares practical tips for simplifying content during authoring and highlights resources like PDF Spaces for further learning and support.

Key takeaways:

 **Scanned PDFs need preparation for accessibility.** Use Scan and OCR tool to clean up scanned files, make them searchable, and add accessibility tags.

 **Correct list tagging improves accessibility.** Apply list, list item, and list body tags to structure simple and nested lists for assistive technology users.

 **Complex tables require detailed remediation.** Tag header cells, set spans, and use cell IDs to ensure assistive technology interprets table data accurately.

Products showcased in this event



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# Step-by-step demo tutorials

## How to prepare scanned PDFs for accessibility

1. Open the scanned PDF in Acrobat.
2. Select the Scan and OCR tool from the Tools menu.
3. Choose Enhance Scans and select Enhanced Camera Image.
4. Use the handles to focus on the document area and remove background elements.
5. Click Enhance to clean up the file and straighten the page.
6. Use OCR to convert the scanned image into searchable text.
7. Add accessibility tags using the Automatically Tag PDF option in the Prepare for Accessibility toolset.
8. Run the Accessibility Checker to identify and remediate any remaining issues.

# Step-by-step demo tutorials

## How to tag a complex list

1. Navigate to the Accessibility Tags panel.
2. Select the object above the list and click New Tag.
3. In the New Tag box, select List from the drop-down menu.
4. Select the paragraph tag for the first list item and change it to List Item.
5. Drag the List Item tag under the List tag to nest it properly.
6. Select the span tag for the list body and change it to List Body.
7. Reposition the contents (e.g., paragraphs, nested lists) under the List Body tag.
8. Repeat the process for additional list items to ensure proper hierarchy.

# Step-by-step demo tutorials

## How to tag a complex table

1. Navigate to the Accessibility Tags panel.
2. Select the table tag and right-click to choose Table Editor.
3. Click anywhere in the table and right-click to select Table Editor Options.
4. Set preferences for border colors, header cells, data cells, and selection colors.
5. Right-click a header cell and select Table Cell Properties.
6. Set the scope (e.g., row header, column header, or both) for the header cell.
7. Define row span and column span attributes for cells that span multiple rows or columns.
8. Repeat for all header cells and ensure proper tagging for assistive technology.

# Step-by-step demo tutorials

## How to add header cell IDs to a complex table

1. Ensure all header cells are tagged correctly with their scope and span attributes.
2. Select any cell in the table and right-click to choose Auto-Generate Header Cell IDs.
3. Select a header cell and open its properties to view its auto-generated ID.
4. Select a data cell and click the plus button in its properties to view header cell IDs.
5. Add the relevant header cell IDs to the data cell in hierarchical order.
6. Repeat the process for all data cells to associate them with the correct header cells.

# Step-by-step demo tutorials

## How to artifact repeating header rows in a table

1. Open the PDF in Acrobat and navigate to the Accessibility Tags panel.
2. Go to the second page of the table and highlight the text in the repeating header row.
3. In the Accessibility Tags tree, click the three dots and select Find Tag from Selection.
4. Expand the table row tag and select the header text content tags.
5. Right-click each header text content tag and select Change Tag to Artifact.
6. Verify that the table rows skip the artifacted header row in the Accessibility Tags tree.

# Step-by-step demo tutorials

## How to add a table summary

1. Navigate to the Accessibility Tags panel.
2. Select the table tag and click Reading Order.
3. Click Table.
4. Right-click and select Edit Table Summary.
5. Enter a description of the table's structure and content in the text box.
6. Click OK.

# Frequently asked questions

## **What is “Assistive Technology?” Is this AI?**

Assistive technology is any software or equipment that helps people with disabilities to support their daily living, such as screen readers on a computer.

## **Is accessibility standards = ADA?**

The Americans with Disabilities Act (ADA) is a law that prohibits discrimination against individuals with disabilities. Accessibility standards are found in the Web Content Accessibility Guidelines (WGAG), which helps digital content follow the law.

## **In the scan and OCR tool, the text is completely jumbled when it's tagged manually and exported into Word. Is there a way around this?**

Try Lori's tip mentioned in the webinar to use the cloud-based auto-tagging on the scan. It automatically OCRs the text when tagging.

# Frequently asked questions

## **How do we address formulas in Excel tables?**

Excel formulas cannot transfer to the PDF.

## **Should the bullet in a list be tagged as a <Lbl> label? When can you skip tagging the bullet?**

It's optional for basic accessibility but not PDF/UA.

## **Is Adobe Acrobat Pro, Premium, or Studio required to access/read alt text or other accessibility features in a doc?**

For reading PDFs, all versions support assistive technology. Pro or higher is required to add tags.

## **Is there a webinar specific to InDesign accessibility features?**

You can search for Dax Castro on YouTube. He's amazing.

# Frequently asked questions

**As someone who works for a municipality, how concerned should I be about the PDF/UA guidelines or the Matterhorn Protocol?**

WGAG is more important and references both PDF/UA and the Matterhorn.

**Is it possible to sort a table? I have a report that does not export easily to an Excel or Word doc.**

You could ask the AI Assistant in Acrobat to create a re-sorted table for you and paste into Excel.

**Could you ask the AI assistant to tag all the repeated header rows as artifacts?**

Currently, AI Assistant cannot tag for you. However, auto-tag can take care of those actions. AI Assistant is capable of the following tasks: Delete a page, Rotate a page, Compress a pdf, Protect a PDF, Convert PDF, OCR, Extract & Delete page, Share a pdf, Sign, Create a PDF, Find & Replace, and Print.



**Adobe Acrobat**

**Create  
Accessible  
Tables, Lists &  
Scanned PDFs  
Presentation slides**

# Our speaker



**Lori DeFurio**

Principal Solutions Technologist

**Adobe**

# Agenda

01

Common challenges with tables, lists, and scanned PDFs

02

Ensuring scanned documents are searchable and compliant

03

Best practices for working with nested or complex lists

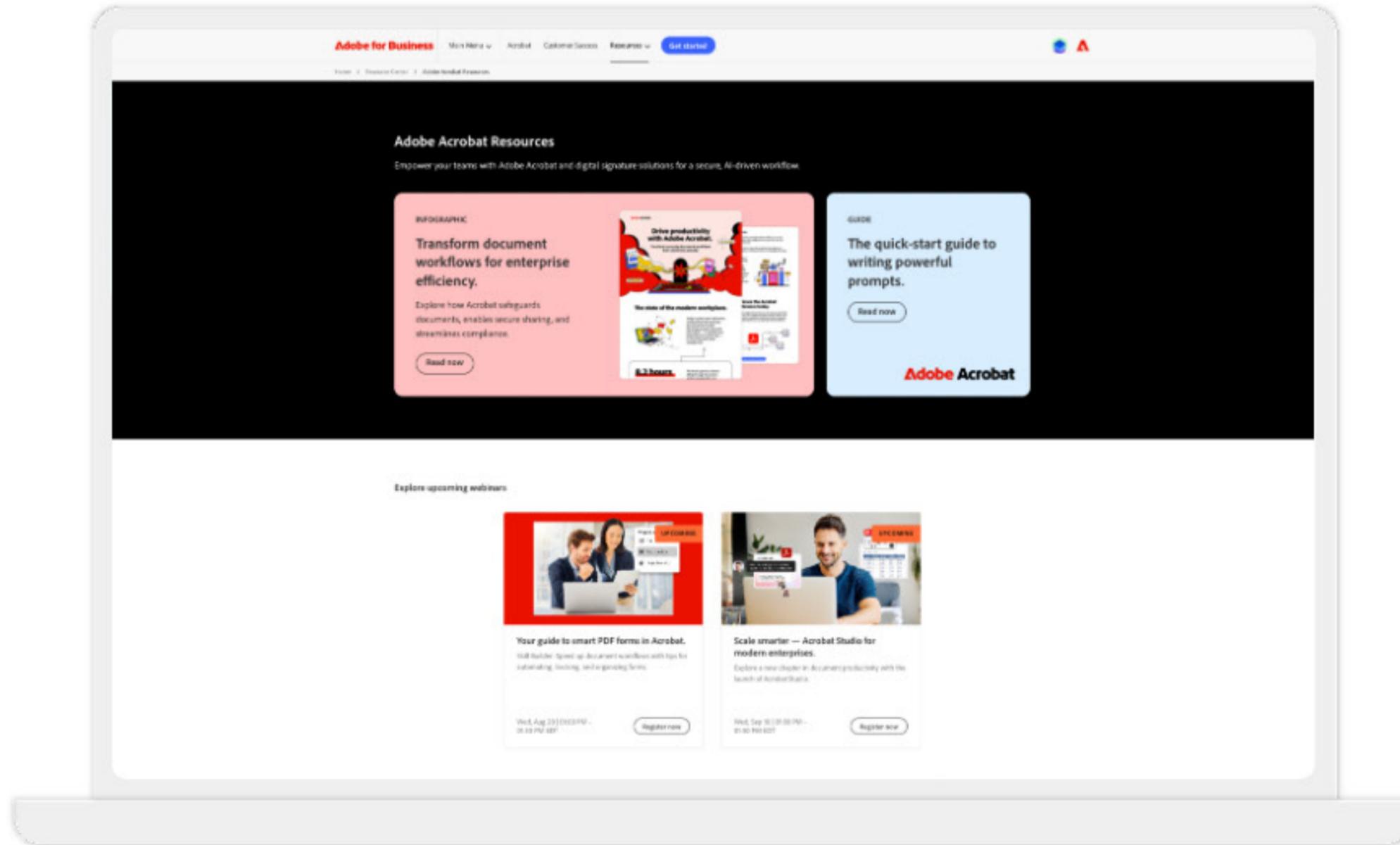
04

Understanding how to create accessible tables

05

Accessibility resources

# Adobe Acrobat Webinar Hub



# Creating standards compliant PDFs

## Easy to make accessible

- Good use of styles in Microsoft Word/Adobe InDesign
- Digital Documents
- Simple lists
- Simple tables

## More difficult

- Scanned documents
- Nested lists

## Most difficult

- Complex tables

**Key ESG Performance Indicators**

**Governance**

Reference Index	Key Performance Indicator	2021	2020	2019
CDI General (S&P 500)	Board independence	100%	100%	100%
CDI General (S&P 500)	Board diversity (gender)	33%	33%	33%
CDI General (S&P 500)	Board diversity (ethnicity)	20%	20%	20%
CDI General (S&P 500)	Board diversity (age)	20%	20%	20%
CDI General (S&P 500)	Board diversity (experience)	20%	20%	20%
CDI General (S&P 500)	Board diversity (background)	20%	20%	20%
CDI General (S&P 500)	Board diversity (education)	20%	20%	20%
CDI General (S&P 500)	Board diversity (skills)	20%	20%	20%
CDI General (S&P 500)	Board diversity (industry)	20%	20%	20%
CDI General (S&P 500)	Board diversity (nationality)	20%	20%	20%

**Financial Reporting**

5 YEAR LOOK BACK

Secur Financial Board of Directors requested a look back at the last 5 years of financial reporting. This chart summarizes their top products. The table below shows the revenue and percentage changes year-over-year for each product.

Product	By Year						
	2018	2019	2020	2021	2022	2023	
Hypnotize	Revenue	\$60M	\$65M	\$70M	\$75M	\$80M	\$85M
	% Change	-	8.33%	7.69%	7.14%	6.67%	6.25%
Tumbler	Revenue	\$200M	\$210M	\$220M	\$230M	\$240M	\$250M
	% Change	-	5.00%	4.76%	4.55%	4.35%	4.17%
One Tool Pro	Revenue	\$150M	\$145M	\$140M	\$135M	\$130M	\$125M
	% Change	-	-3.33%	-3.45%	-3.57%	-3.70%	-3.85%

W  
t records, and regulatory filings.  
pliance with FINRA, SEC, and GDPR  
it firms, hedge funds, and broker-  
ading capabilities as their portfolios

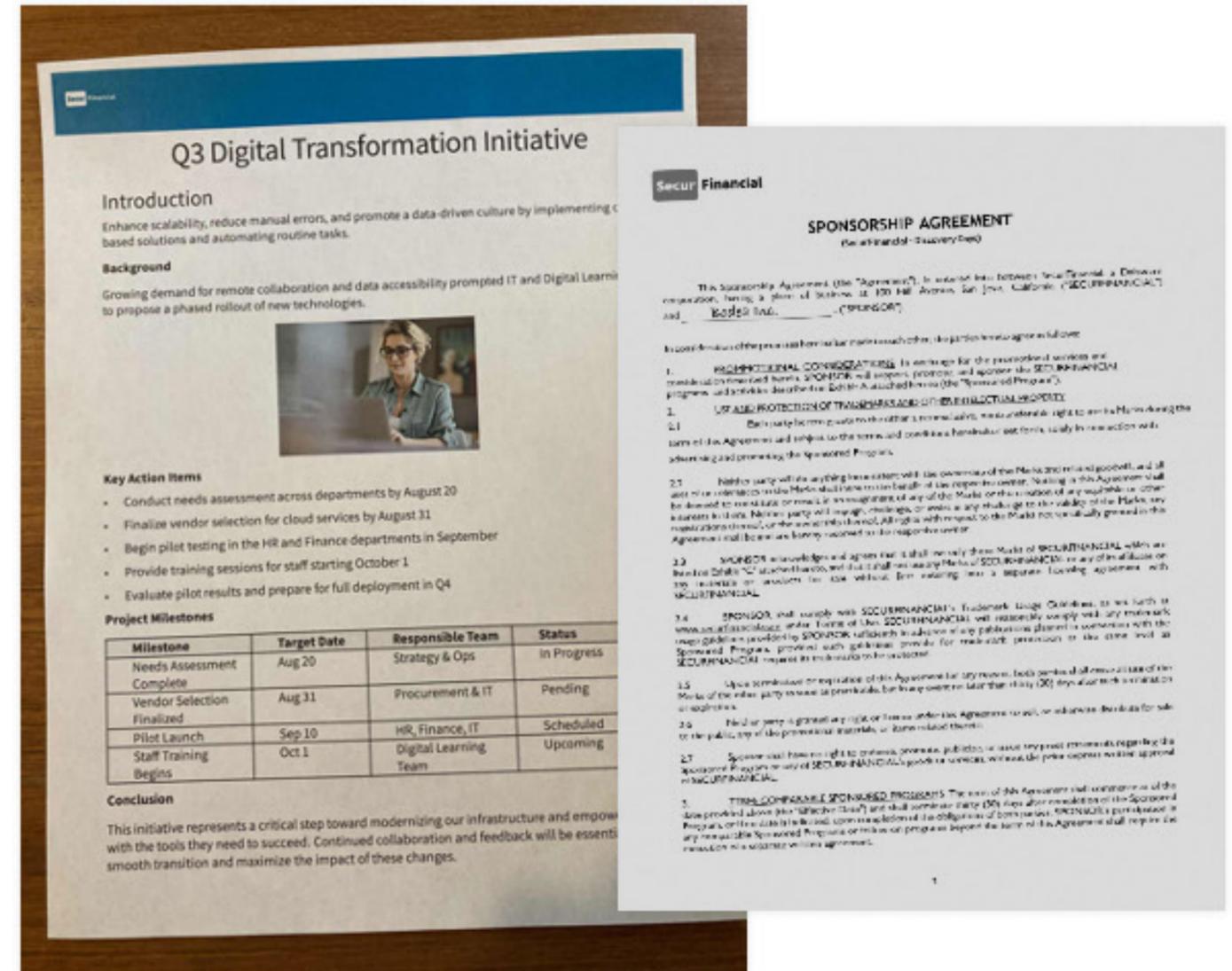
# Working with scanned documents

## Analysis

- How was the file scanned?  
Using a scanner or using a camera?
- How does the scan “look”?
- Is it searchable?

## Steps

1. Use the Scan & OCR tool in Acrobat to “clean it up”
2. Make the text searchable
3. Add accessibility tags
4. Run the accessibility checker
5. Remediate any issues



# Working with lists

List	<L>
List Item	<LI>
List Item Body	<LBody>
Paragraph	<P>
List Item Label	<LBL>

DECEMBER, 2025

Learn about SecurFinancial's SecurVault platform built with security and compliance.

## SECURVAULT EDITIONS

A secure digital vault for storing sensitive financial documents, client records, and regulatory filings.

### ▪ **Editions Available**

There are two editions of SecurVault available:

- SecurVault Institutional
- SecurVault Private Client

Supporting encryption, multi-factor authentication, and compliance with FINRA, SEC, and GDPR regulations.

### ▪ **Integrated Tools**

A real-time trading platform designed for wealth management firms, hedge funds, and broker-dealers.

This platform is built with scalability in mind, allowing firms to expand trading capabilities as their portfolio grows.

# Working with lists

<L>

<LI>

<LBody>Editions Available

<P>There are two editions of SecurVault available:

<L>

<LI>

<Lbody>SecurVault Institutional

<LI>

<Lbody>SecurVault Private Client

<P>Supporting encryption, multi-factor authentication, and compliance with FINRA, SEC, and GDPR regulations.

<LI>

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## ▪ Integrated Tools

A real-time trading platform designed for wealth management firms, hedge funds, and broker-dealers.

# Working with tables

**Table** `<Table>`

**Table Row** `<TR>`

**Header Cell** `<TH>`

**Body/Data Cell** `<TD>`

**Paragraph** `<P>`

**Table Heading** `<Thead>`

**Table Body** `<tbody>`

**Table Footer** `<tfoot>`

RANK	STATE	POPULATION
16	Massachusetts	7,205,770
29	Connecticut	3,707,120
41	New Hampshire	1,415,860
42	Maine	1,410,380
44	Rhode Island	1,121,190
49	Vermont	648,278

# Working with tables

**Table** <Table>

**Table Row** <TR>

**Header Cell** <TH>

**Body/Data Cell** <TD>

**Paragraph** <P>

Product		By Year					
		2018	2019	2020	2021	2022	2023
Hypnotize	Revenue	\$60M	\$65M	\$70M	\$75M	\$80M	\$85M
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# Table Cell Properties

## Type

- Header Cell <TH> or Data Cell <TD>
- Scope only for header cells – Row, Column, Both

## Attributes

- Span – Row or Column
- ID

*The ID attribute is used in conjunction with the HEADERS attribute to explicitly associate data cells with their corresponding header cells, especially in complex tables where simple structure cannot be determined programmatically.*

- Associated Header Cell IDs – used to identify the structure or hierarchy

Table Cell Properties

Type

Header Cell      Scope: Both

Data Cell

Attributes

Row Span: 2

Column Span: 2

ID:

Associated Header Cell IDs: + -

OK      Cancel

# Working with tables

- Table** <Table>
- Table Row** <TR>
- Header Cell** <TH>
- Body/Data Cell** <TD>
- Paragraph** <P>

Product		By Year					
		2018	2019	2020	2021	2022	2023
Hypnotize	Revenue	\$60M	\$65M	\$70M	\$75M	\$80M	\$85M
	% Change	-	8.3				
Tumbler	Revenue	\$200M	\$2				
	% Change	-	5.0				
One Tool Pro	Revenue	\$150M	\$14				
	% Change	-	-3.3				

**Table Cell Properties** ✕

Type

Header Cell      Scope:

Data Cell

---

Attributes

Row Span:

Column Span:

ID:

Associated Header Cell IDs: +

# Working with tables

## Header cell IDs

- R1C1\_Product
- R1C3\_By\_Year
- R2C5\_2020
- R10C1\_Asset\_Ma
- R11C1\_Ultra
- R11C2\_Revenue

Product		By Year					
		2018	2019	2020	2021	2022	2023
<b>Banking Systems</b>							
Hypnotize	Revenue	\$60M	\$65M	\$70M	\$75M	\$80M	\$85M
	% Change	-	8.33%				
Tumbler	Revenue	\$200M	\$210M				
	% Change	-	5.00%				
One Tool Pro	Revenue	\$150M	\$145M				
	% Change	-	-3.33%				
<b>Asset Management</b>							
Ultra	Revenue	\$20M	\$22M				
	% Change	-	4.54%				

Table Cell Properties

Type

Header Cell Scope: None

Data Cell

Attributes

Add Table Header ID

Header ID: R9C2\_%\_Change

- R9C2\_%\_Change
- R8C2\_Revenue
- R7C2\_%\_Change
- R6C2\_Revenue
- R5C2\_%\_Change
- R4C2\_Revenue
- R2C8\_2023
- R2C7\_2022
- R2C6\_2021
- R2C5\_2020

OK Cancel

# Working with tables

1. Tables that span multiple pages
2. Tables that have merged headers (columns & rows)
3. Tables that have complex data relationships

U.S. States by Population (2025)

State	Population (2025)
California	39,603,800
Texas	31,053,000
Florida	25,869,600
New York	19,997,100
Pennsylvania	13,179,800
Illinois	12,770,100
Ohio	11,942,600
Georgia	11,297,100
North Carolina	11,211,900
Michigan	10,897,600
New Jersey	9,622,000

State	Population (2025)
Kentucky	4,500,000
Louisiana	4,477,400
Oregon	4,291,000
Oklahoma	4,126,900
Connecticut	3,711,100
Utah	3,564,000
Nevada	3,320,570
Iowa	3,264,560
Arkansas	3,100,140
Kansas	2,989,700
Mississippi	2,943,900
New Mexico	2,139,300
Idaho	2,052,100
Nebraska	2,022,070

Product		By Year					
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<b>Asset Management</b>							
Ultra	Revenue	\$20M	\$22M	\$23M	\$25M	\$27M	\$30M
	% Change	-	4.54%	4.75%	8.69%	8%	11.1%

# Summary

01

Common challenges with tables, lists, and scanned PDFs

02

Ensuring scanned documents are searchable and compliant

03

Best practices for working with nested or complex lists

04

Understanding how to create accessible tables

05

Accessibility resources

# Helpful resources

- PDF Space: [Accessibility documentation](#)
- Tutorials: [PDF Accessibility overview](#)
- Tutorials: [Keyboard Shortcuts](#)
- Tutorials: [Acrobat Desktop Help](#)
- Tutorials: [Acrobat Accessibility Series](#)
- Product page: [Adobe Acrobat Resources](#)
- Webinar: [How to Make Accessible PDFs](#)

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Acrobat for Business?

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